

RD AN No. 3660 (1944-I)
June 28, 2001

TO: State Directors
Rural Development

ATTENTION: Rural Housing Program Directors
Technical and Management (T&MA) Contractors

FROM: James C. Alsop
Acting Administrator
Rural Housing Service

SUBJECT: Standardized Roles and Responsibility Agreements

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is to clarify RD Instruction 1944-I and provide guidance to Rural Development staff concerning the use of a standardized agreement form to be used in Section 523 Mutual and Self-Help Housing Program.

The purpose of providing standard agreements is to assure that we have continuity in the understanding of the roles each party plays and their responsibilities in the Mutual and Self-Help program.

COMPARISON WITH PREVIOUS AN:

There is no previous AN on this subject.

EXPIRATION DATE:
July 31, 2002

FILING INSTRUCTIONS:
Preceding RD Instruction 1944-I

BACKGROUND:

RD Instruction 1944-I, covers the duties and responsibilities of Agency personnel responsible for administering and monitoring Section 523 Mutual and Self-Help Housing Program, as well as grant recipients participating in the program.

IMPLEMENTATION RESPONSIBILITIES:

Attachment I is to be completed and executed by the Rural Development State Director and then forwarded to the T&MA Contractors for signature. Upon receipt of the executed agreement, the State Office should provide a copy to the National Office (attention Kaye Deener) and to each field office in the state where there is an active self-help program. The original agreement should be maintained in the State Office file.

Attachment II should be forwarded to each T&MA Contractor by a copy of this memorandum. All existing and future grantees will be requested to execute Attachment II. The T&MA contractor will forward a copy of each executed agreement to the National Office (attention Kaye Deener) and to the appropriate State Office. The State Office shall duplicate and forward a copy to all applicable field offices. The T&MA contractor will maintain the original agreement.

Attachments

AGREEMENT

ROLES AND RESPONSIBILITIES

OF USDA RURAL DEVELOPMENT AND

(insert Technical and Management Assistance (T&MA) Contractor name)

(insert T&MA Contractor name), hereafter referred to as T&MA Contractor agrees to work in partnership with Rural Development in the course of assisting nonprofit sponsors to organize and operate the Section 523 Self-Help Housing Technical Assistance Grant Program in the State of **(insert name of State)**.

T&MA Contractor will:

1. Seek written authorization from the National Office, through the Rural Development State Director, prior to working with a prospective grantee.
2. Assist active grantees with problem solving regarding difficulties with program management.
3. Provide staff training to grantee personnel.
4. Offer assistance to Rural Development regarding self-help grantee matters.
5. Develop and assist with the development of grantee's housing development plan and construction schedule to accomplish the proposed housing goals.
6. Design and deliver self-help housing workshops whether area, regional, multi-regional or national.
7. Provide an analysis on all Section 523 grant applications prior to approval or rejection by Rural Development.
8. Maintain records and communications of all grantee activities and performance in accordance with Federal privacy laws.
9. Work on-site and off-site with potential and existing organizations to develop grant applications.
10. Monitor all active self-help housing programs to identify and offer solutions to problems that can or will affect housing production in a timely manner.

11. Work with the appropriate State, local, or area office Rural Development office personnel regarding difficulties a grantee is experiencing and offer potential solutions to solve those issues.
12. Include Rural Development in communications, meetings, and workshops with grantee.
13. Attend and participate, as needed, in quarterly review meetings between grantees and Rural Development to maximize a cost effective and productive program.

In return, the appropriate **Rural Development** office agrees to perform the following:

1. Submit to the T&MA Contractor copies of all Self-Help related correspondence and reports generated by Rural Development and sent to grantees.
2. Encourage attendance of Rural Development staff to designated T&MA Contractor self-help housing conferences and training sessions.
3. Keep T&MA Contractor informed of any changes in relevant law, regulations, procedures, staffing, etc.
4. Notify and include T&MA Contractor in meetings scheduled with grantees as necessary.
5. Attend quarterly or regular review meetings with T&MA Contractor and the self-help grantee.
6. The State Office shall designate a contact person (Program Director, Housing Specialist, or Rural Development Manager, etc.) who will be responsible for the Self-Help Program.
7. Notify T&MA Contractor promptly when Rural Development learns of any interest in self-help by organizations within the state. Orientation and training on the Self-Help Program is to be conducted by the T&MA Contractor, not Rural Development.
8. Communicate Sections 523 grant and 502 loan fund availability for self-help to T&MA Contractor.

This Agreement is to become effective upon the acceptance signified by the signatures of the USDA Rural Development State Director and the Executive Director of **(insert T&MA Contractor name)**. This Agreement shall remain in force throughout the duration of the self-help housing program in the State for as long as **(insert T&MA Contractor name)** remains the Self-Help Housing Technical and Management Assistance Contractor for **(insert T&MA regional area)**.

USDA Rural Development State Director
(insert name of State)

Date

(insert T&MA Executive Director name).

Date

AGREEMENT

ROLES AND RESPONSIBILITIES

OF (insert GRANTEE name) AND (insert T&MA Contractor name)

(insert T&MA Contractor name), hereafter referred to as T&MA Contractor, agrees to provide the following services, without charge, to **(insert GRANTEE name)**, hereafter referred to as Grantee, in the course of assisting Grantee to obtain and carry out a Section 523 Self-Help Housing Technical Assistance Grant.

T&MA Contractor will:

1. Provide training to Grantee self-help housing staff on program coordination and management which includes instructions on use of management forms, guides, and procedures.
2. Provide guidance on developing an Association Membership Agreement and setting up productive pre-construction and construction group meetings.
3. Assist Grantee in establishing proper program, financial control, and reporting procedures for the Technical Assistance (TA) grant and loan funds, including instruction on proper completion of SF-270 "Request for Advance or Reimbursement" and Rural Development Instruction 1944-I, Exhibit B, "Evaluation Report of Self-Help Technical Assistance (TA) Grants."
4. Provide Grantee training to establish efficient construction, scheduling, purchasing, and subcontracting procedures.
5. Prepare monthly status reports on the progress of potential and existing Grantees' self-help housing programs.
6. Host quarterly review meetings between Grantee and Rural Development personnel as necessary.
7. Keep Grantee informed of changes and updates in Section 523 program rules and regulations and other pertinent information.
8. Be available for consultation in resolving problems that may arise.

In return, **Grantee** agrees to the following:

1. Become thoroughly familiar with the Rural Development regulations, instructions, procedures, and guidelines under which Grantee must operate and adhere to.
2. Submit to T&MA Contractor copies of all monthly/quarterly Self-Help related board minutes, monthly financial reports, audits, budget revisions, grant agreements, correspondence and reports to Rural Development upon request.
3. Allow T&MA Contractor to make periodic site visits for the purpose of evaluating Grantee self-help housing program operations and progress.
4. Attend designated T&MA Contractor self-help housing conferences and training sessions within budget constraints.
5. Keep T&MA Contractor informed of any changes in Grantee self-help housing program operations, procedures, or staffing.

This Agreement is to become effective upon the passing of a Resolution by the **(insert GRANTEE name)** Board of Directors authorizing execution of the Agreement, and acceptance signified by the signatures of the **(insert GRANTEE name)** Board President or Executive Director and the **(insert T&MA contractor name)** Executive Director. This Agreement shall remain in force throughout the duration of the self-help housing grant and for as long as the Self-Help Housing Technical and Management Assistance Contract remains in effect for **(insert T&MA contractor name)**, unless terminated by either party after 30 days written notice.

Board President or Executive Director
(insert GRANTEE name)

Date

Executive Director
(insert T&MA contractor name)

Date